

08 JUL 1971

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DD/S&T 2113-71

8 July 1971

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Semi-Annual Report - January-June 1971

1. The semi-annual report for the Directorate of Science and Technology is forwarded for your information.

2. This Directorate deposited 459 cubic feet of records this reporting period. There were 1163 cubic feet of records destroyed by the Offices. There has only been a net increase of 234 cubic feet of records since our last semi-annual report.

2. Microfilm Activities.

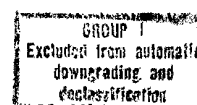
A. OEL - Ten cubic feet of cable reference files are presently being microfilmed.

B. OSP - Fifty cubic feet of cable files have been microfilmed and the hard copy cables have been destroyed. The Diazo copy of the microfilm will be retained in the OSP Registry for reference purposes. The original negative will be forwarded to the Records Center as a vital record.

C. FMSAC - The microfilming of all FMSAC publications is a continuing program. Select telemetry analogs are in the process of being put on 35MM roll film. At this date four cubic feet of analogs have been microfilmed and the quality is acceptable.

D. ORD - The microfilming of the TSCC/USIB technical library is almost completed. A pilot microfiche test was made of two R&D project/contract files to ascertain whether or not they would lend themselves to microfiche. The results were encouraging and steps are now being taken by ORD to set up procedures and policy in the screening and transfer of inactive project/contract files for microfilming and retirement. ORD recommends that the Board set some standards and guidelines in the choice of microfiche readers and printers to be purchased by the Agency.

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E. OSI - This Office has made a study in the possible uses of microfiche in their activities. They have purchased a DASA portable reader to be used by analysts in one of their Divisions

F. OSA - Seventeen cubic feet of cable files were microfilmed. Improvements in the indexing, organization and procedures in the preparations and filming of these files were made.

G. The RMO/FMSAC and the undersigned undertook an investigation within the Agency and other Federal Agencies to ascertain the availability of a COM type machine that could convert analog data on magnetic tape directly to microfilm. As of this time there does not appear to be any, but one of our Offices is having one of its contractors look into it.

H. At the request of the Chief, Printing Services Division, this Directorate prepared a report on files that we feel are suitable for microfiche application. Realizing this may not be complete, it does, however, give a better estimate of what files we have for this application and what we have to contend with.

I. Seven DDS&T employees attended the microfilm seminar conducted by OTR, on 12-14 May 1971.

4. Other Records Management Achievements.

A. A forms survey was made within the Directorate and there were fifty forms found to be obsolete. Forty-eight of these forms were in OCS. In addition to this, seventeen other forms were transferred to other Offices within the Agency.

B. Some Offices have reported a decrease in filing equipment due to records destruction, records retirement and improved filing procedures.

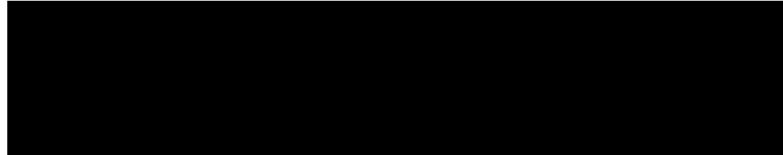
C. OCS turned over to CRS seventeen sections of shelf filing to be used in the CRS tape library.

D. Several Offices, including the O/DDS&T have reported the completion of their FY 1971 records inventory.

E. The OSI/RMO has been working on their permanent committee files that have been deposited at the Records Center. These files are being prepared for transfer to the Archives. Approximately fifty hours, to date, have been expended on this activity.

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5. The above achievements reflect what can be done if the time is taken to do what needs to be done. We feel that these accomplishments are satisfactory, but we will continue to find ways to improve on our total records program.



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DD/S&T Records Management Officer

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